

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

12 FEB 1974

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Communications Requirements for FY 1976 and
Long-Range Secure-Voice Requirements

REFERENCE : Multiple Addressee Memo dtd 6 Feb 74
fr D/L, same subject

1. The Procurement Division, OL (PD), has reviewed the referent concerning our current use of telephonic services and our contemplated future needs.

2. Currently PD has one green line secure voice telephone instrument. There are 37 black line telephone instruments. There is one Xerox telecopier which is employed for unclassified facsimile transmission to [REDACTED] There are three autovon instruments which are used primarily to communicate with the [REDACTED] Procurement Office.

3. Concerning the future, none of the instruments identified in paragraph 2 are considered excess or under utilized.

4. The Division's capabilities would be enhanced by the establishment of a secure facsimile transmission system for use in transmitting classified contractual documents to [REDACTED] and to Headquarters components. Further, an increase in the number of green line secure voice telephone instruments is desired. The additional units would be located in each branch chief's office.

5. The following responds to "QUESTIONS RE SECURE TELEPHONE REQUIREMENTS FOR THE FUTURE" asked in the referent.

LOCAL SYSTEM

Question 1. PD presently has one green line telephone instrument. Ultimately, the Division would like a secure telephone instrument in each contracting branch, i.e., four units. In general, the present system permits contact with all requisitioning offices within the Headquarters area.

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LOCAL SYSTEM (Continued)

- Question 2. Less than 25 per cent of the Division's telephone calls are classified. A deliberate attempt is made to avoid entering into classified discussions.
- Question 3. Over 50 per cent of the Division's internal telephonic communications are with people located in other Agency buildings. Less than 10 per cent of the Division's calls are to individuals located in other Government agencies. Less than 25 per cent of the internal Agency telephone calls are classified. No classified calls are made to other Government agencies.
- Question 4. For the most part, a telephone system capable of protecting communications at the SECRET level will suffice.
- Question 5. Yes, a system which permits classified facsimile transmission of documents to other Agency facilities, including and Office of Finance is STAT desired.
- Question 6. Normal point to point service is desired. An opportunity to conduct conference calls up to five persons is desirable but not necessary.
- Question 7. The Division favors a mix of centrex and key systems. The mix depends on several factors governing the operating procedures of the Division.

OVERSEAS SYSTEM

- Question 1. The Division contemplates little, if any, use of the overseas system. It has never been employed to date.
- Question 2. Not Applicable.
- Question 3. Not Applicable.
- Question 4. Not Applicable.

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6. Concerning long-range planning, if a viable secure overseas system is established, it will be possible for the requisitioner in the field to call in his requirements for procurement. Such a system would reduce time required to process procurements and would reduce paper processing activities.

STATINTL

 
Chief, Procurement Division, OL